

**UNITED STATES AIR FORCE
MASS TRANSPORTATION FRINGE BENEFIT PROGRAM
(OUTSIDE THE NATIONAL CAPITAL REGION)**

Responsibilities:

HQ USAF DUTIES AND RESPONSIBILITIES

1. Oversee the transportation fringe benefit program and negotiate the Memorandum of Agreement (MOA) between the Air Force and United States Department of Transportation (DoT) through Transportation Administrative Service Center (TASC) Transportation Services Center (TRANServe) for program support.
2. Ensure compliance with Executive Order 13150, certify billings, and pay DoT for support services.
3. USAF will identify Transportation Incentive Program Coordinators at headquarters and installation locations.
4. Installation Coordinators and designated alternates are the only individuals authorized to accept and receive fare media from Department of Transportation (DoT) on behalf of the USAF.
5. USAF will develop all program application, certification, third-party authorization and termination forms needed for its employees to receive the transportation incentive.
6. USAF will approve all program applications and forward the approved applications to TRANServe for database entry and maintenance.
7. USAF will identify all employees no longer participating in the program and forward termination forms to TRANServe for database update on a monthly basis.
8. USAF's Transportation Incentive Manager will approve monthly billing documentation and notify TRANServe to bill the Defense Finance and Accounting Service using the "on-line Payment and Collection system" (OPAC) within 10 (ten) workdays after receiving TRANServe's monthly invoice.
9. USAF will coordinate monthly administrative and financial reporting requirements with TRANServe.
10. USAF Point of Contact (POC) Coordinators, and/or designated alternatives receiving fare media via Federal Express are fully responsible for maintaining and safeguarding fare media prior to distribution to eligible GSA participants.

- 11 USAF will provide distribution site requirements for DoT disbursing officers at large populations (200 plus). Requirements include, but not limited to, providing a suitable work area for fare media distribution with easy ingress and egress, an electrical outlet, and tables and chairs.

DoT TRANServe RESPONSIBILITIES:

1. TRANServe will serve as USAF's representative and coordinate with local Regional Transit Authorities, nationwide, regarding fare media programs. TRANServe will provide services and expertise regarding all local transit arrangements, fares, related discounts, and acceptability of vouchers, etc. at USAF installations.
2. TRANServe will order, obtain, verify, maintain, and safeguard fare media prior to its distribution to USAF participants or designated points of contacts. TRANServe shall bear full responsibility for any fare media that is in their possession prior to distribution to USAF participants or designated points of contacts.
3. TRANServe will maintain a database that, at a minimum, identifies all USAF participants in the program at various organizational levels, the effective date of participation, the value of fare media provided, and the effective date of termination where appropriate.
4. TRANServe will maintain sufficient records and information to comply with any audit requirements. TRANServe will provide any technical consulting expertise to the USAF to answer and/or address any audit issues that occur.
5. TRANServe will distribute all fare media on a monthly or quarterly basis to all USAF designated locations. TRANServe will record the value of fare media distributed to each of those individuals. Distribution labor hours will include travel, distribution set-up, and fare media balancing time.
6. TRANServe will provide fare media via Federal Express to designated USAF Installations POC Coordinators and/or designated representatives in field locations for eligible USAF program participants where "on-site" fare media distribution services are not required.
7. TRANServe will provide a listing of approved participants in the program by specific duty station with all fare media provided.
8. TRANServe will provide to USAF, copies of all certification forms completed for fare media distributed by TRANServe employees to USAF nationwide program participants for billing reconciliation purposes.
9. TRANServe will provide a monthly invoice with a detailed report to the USAF program oversight manager in Washington D.C. on employees participation in the program. The monthly reports will be sent to the USAF no later than the first of each

month for review and approval of charges for the previous month. TRANServe will make other reports available upon request.

10. TRANServe will provide technical expertise and consulting services to the USAF upon request on a reimbursable basis.
11. TRANServe will provide copies of pertinent publicity material, including program updates, bulletins, and other relevant information regarding the program at USAF's request.
12. TRANServe will notify the USAF POC Coordinators, in advance, of any change in the assigned TRANServe Project managers identified in the MOA.

DUTIES AND RESPONSIBILITIES OF INSTALLATION POC'S

Air Force will purchase transportation vouchers/passes for employees outside the NCR using direct transportation fringe benefits up to \$65 per month in areas where such transportation vouchers/passes are available. To manage this process and assist in the bulk purchase of transit vouchers/passes from participating communities nation-wide, the Air Force entered into a Memorandum of Agreement (MOA) with the TRANServe for support. Vouchers/passes will be distributed quarterly, unless restricted by the local community. In those cases, vouchers/passes will be distributed monthly. As such, the process outlined below will be used for the purchase and distribution of transportation vouchers/passes based on the working relationship between the Air Force and TRANServe.

1. Each installation will be responsible to designate a POC individual (military or civilian) who will work directly with TRANServe to manage the program at each Air Force installation. This POC needs to be located on-site because of the duties and responsibilities inherent with the program. Although employees may not elect to avail themselves of the transportation benefit immediately, they may elect to participate in the future. Each site must be prepared to provide the benefit upon request and ensure all installation and tenant employees (civilian and military) are aware of program and provided appropriate forms.

2. The POC at each location shall be responsible for:

- a. Developing the method for processing requests for participation;
- b. Distribute and consolidate the transportation incentive application form for the installation (includes tenants on the installation).
- c. Review the applications and certify that the applicants are eligible to participate in the transportation incentive program. (Eligibility means that the employee meets the standards established in the DoD policy as an employee (civilian or military). In coordination with DoT, the POC must also ensure that employees satisfy eligibility

requirements when participating in a qualified transportation/vanpool program as defined in Title 26 U.S. Code Section 132 (f)). A summary of the rules follow:

- Vehicle must have the seating capacity for at least six adults (not including the driver).
- At least 80% of the mileage use must be for the purposes of transporting employees in connection with employment and trips during which the number of employees transported for such purposes is at least ½ of the adult seating capacity (not including the driver).
- The riders in each vanpool will submit an application stating their actual cost for the vanpool. DoT will know where to purchase the appropriate vouchers and passes to be used by vanpool riders.
- After riders obtain their vouchers/passes from their installation POC, the riders will give them to the vanpool owner/driver, enabling them to participate in the vanpool.
- The owner/driver of the vanpool will endorse the vouchers/passes, and submit those to the transportation company where he or she is registered. The local transportation company will process the transaction and provide payment to the vanpool operator.
- If vouchers/passes are not available, a reimbursement system is being explored.

d. Notify participants that the benefit may not exceed the \$65 per month in FY 2001; in FY 2002, the benefit may not exceed \$100 per month.

e. Perform periodic reconciliation to ensure employee accounts are correct. Please note that recertification will be required in the initial year of implementation.

f., Submit eligible participants application to TRANServe by the end of the first month of each quarter for the purchase of transit vouchers/passes for the next quarter. If vouchers/passes are only available monthly, then the POC's must ensure that the forms and certification information is submitted to the TRANServe by the end of the previous month.

g. Provide services for tenant activities. There also may be members of other services assigned to the organization that will require support. (POC must coordinate with tenant POCs and provide them copies of application forms so they know level of participation for their commands.) POCs should provide the same level of service and due diligence for tenants served as they provide for their own organizations.

h. Receive and sign for FedExed transportation vouchers/passes from TRANServe.

i. Certify the transportation voucher/passes for accuracy and return the completed receipt form provided by TRANServe to them via fax.

j. Arrange for the distribution of transportation vouchers/passes prior to the first week of each quarter or month, as applicable.

k. Distribute transportation vouchers/passes to participants. Participants from installation as well as tenant commands must show their military/civilian identification and sign for the vouchers/passes. Return any excess/erroneous purchases to TRANServe.

l. Maintain a copy of the signed receipt where program participants signed for their respective voucher/pass to ensure that there is a record of receipt on file.

m. Secure transportation vouchers/passes that could not be distributed because employees were on travel, leave, etc. during normal distribution until such time as the employee is available to sign for them.

n. Revalidate employee and TRANServe information not less than quarterly to ensure the accuracy of the information for program execution. If employees do not pick up vouchers, check status to see if they are still participating. If employees terminate, relocate, or retire, ensure they are removed from the list of individuals eligible for the benefit and follow-up with TRANServe, as required. Employees should be required to notify the POC and TRANServe of their termination or relocation as part of out processing procedures.

o. Retain copies of all applications and program documentation for audit and ensure internal controls are in place. It is important to maintain audit trails and accountability of media. Open records to audit agencies or inspectors as they review the Transportation Incentive Program.

p. Validate TRANServe employee listing with POC records.

PARTICIPANTS RESPONSIBILITIES:

The Mass Transportation Fringe Benefits Program is an employee-based program with the following duties and responsibilities:

1. In communities where transportation vouchers/passes are available and can be purchased through TRANServe, employees must:

a. Complete the U.S. Department of Defense Transportation Incentive Program Application Form (Sections A-C) to accurately describe: (1) the applicant's information, (2) the transportation system/company or specific pass requirements, (3) the certification.

b. Submit the completed application form to the installation POC for submission to TRANServe and for retention of the record.

c. Complete the annual re-certification in time to preclude breaks in service.

d. Complete the U.S. Department of Defense Transportation Incentive Program Application Form (Sections A-C) to notify the POC of all circumstances that impact the

participant's transportation fringe benefits, including, but not limited to changes in location, commuting methods or schedules, commuting cost, etc.

e. Complete the U.S. Department of Defense Transportation Incentive Program Application Form (Sections A-C) to notify the POC to terminate the transportation fringe, when appropriate.